

RESEARCH PAPER EDITING SHEET #2

Writer's Name: _____

SELF REFLECTIONS #2:

1. How confident do you feel about your paper now? Explain.
2. How have you improved (changed) your paper since the first rough draft? Why were those changes necessary?
3. Have you identified any new strengths in your paper or your writing since the last time you had it edited? Explain.
4. Do you think your paper still has any weaknesses? If so, what? Why do you think that?
5. Were you able to have your 1st Rough Draft edited prior to today?
If so, what is one thing that your editor did that was either helpful AND/OR not helpful to you
(Write at least one thing.) *This will give your 2nd peer editor an idea as to how to be more beneficial to you.*

Helpful:

Not helpful:

6. Is there anything in particular that you would like your editor to be able to help you with today?

PEER EDITOR #2:

Title of Paper: _____

Editor #2's Name: _____

Peer Editor's Directions:

- ***Read over the self-reflection responses above so that you have an idea as to what the writer feels he/she needs the most help in.***
- PLEASE READ OVER THE ENTIRE ESSAY, CAREFULLY.
- All revisions & editing marks must be corrected in a colored utensil (other than blue/black)
- Please use the correct editing marks for all revisions.

FORMATTING AND BASIC REQUIREMENTS:

1. Does the paper appear to be in MLA format? (*Please check all that apply*)

- ☐ Is there a proper heading in the upper left hand corner
 - Student's name
 - Teacher's name
 - Class title & period
 - Date (written out)
- ☐ Is there a centered title on the front page? (The Title is the only thing that should be centered)
 - Does the title introduce the topic of the paper?
 - Is the title creative and engaging?
If not, please offer a "creative" suggestion:
- ☐ Is the entire paper (including the heading and title) double spaced with NO additional spacing between paragraphs or before/after the title?
- ☐ Is each beginning word of each new paragraph indented?
- ☐ Is the entire paper written in Times New Roman 12-point font? (*Compare it to this handout to be sure.*)
- ☐ Does there appear to be 5 paragraphs (and no more, or no less)?
 - 1 Introduction paragraph
 - 3 Body paragraphs
 - 1 Conclusion paragraph
- ☐ Is there a Works Cited Page attached with at least 3 sources?
 - Is it on a separate page after the last page of the paper?
- ☐ As you skim through the paper, can you find at least 3 quotes?
 - Is there at least one quote from 3 different sources?
 - Can you clearly identify which source on the Works Cited page matches up with the parenthetical citation provided in the paper ?
If not, explain what's unclear:
 - Is each quote cited correctly using parenthetical citations?
 - Is the quote written using the proper format?

OVERALL WRITING & INFORMATION:

1. Were there any parts (or sentences) of the paper that seemed confusing or unclear?

Yes No

If yes, where? Please mark it on the paper and provide suggestions for improvement:

2. Were you able to clearly identify the 3 subtopics in the thesis statement?

Yes No

3. Were each of the three subtopics from the thesis clearly re-identified in the topic sentence of each body paragraph? Yes No

If not, please mark it on the paper and provide suggestions for improvement:

4. Did you *enjoy* the paper? Did it interest you?

Yes No

Please explain why or why not, and/or make suggestions for improvement:

5. Did the facts seem credible? Were there enough facts to support the research?

Yes No

Please explain why or why not, and/or make suggestions for improvement:

6. Were there any body paragraphs that seemed like “fluff” (didn’t really teach you anything about the subtopic)?

Yes No

Please explain and/or make suggestions for improvement:

7. Were all of the direct quotes appropriately “sandwiched” into the rest of the paper?

Yes No

Please explain and/or make suggestions for improvement:

8. Did any of the body paragraphs seem like just a “list” of information directly taken off of a note cards without any of the writer’s own words to explain, or transition between them?

Yes No

Please explain and/or make suggestions for improvement:

WORKS CITED PAGE

1. Does the writer's Works Cited Page begin on a separate page than the rest of his/her paper?

Yes No

2. Is the students' HEADING (name, teacher's name, etc.) in the upper left hand corner?
(The heading should not be included on the Works Cited Page!)

Yes No

3. Is there a proper HEADER (last name and page number) in the upper right hand corner?

Yes No

4. Does the Works Cited page number continue in numerical order as a continuation of the rest of the paper? For example, is the Works Cited labeled page 3 or 4? ☺ ... Or is it page 1? ☹

Yes No Not applicable; no header present.

5. Are there any unnecessary additions (such as dashes, or commas, or the word "page") listed in the header between the author's last name and page number? (There shouldn't be.)

Yes No

If yes, please offer suggestions for correction:

6. Does there appear to be at least one book or article among the sources listed? (not a website, although GALE will count as an e-book)

Yes No

7. Does the Works Cited page appear to be in proper MLA format? Please look for these "bare minimum" signs: (Check-off all that apply)

☐ Are there at least 3 sources listed?

☐ Are all of the sources listed in alphabetical order?

☐ Is it still written in Times New Roman 12-point font?

☐ Is the page titled "Works Cited" and is the title (and only the title) centered at the top?

☐ Does every source have a "hanging indent"? (That means that the second line should be indented instead of the first line—it's opposite from a normal paragraph.)

MECHANICS, STYLE, AND ORGANIZATION

1. Does the paper have any spelling errors?

Yes No

If yes, please offer corrections:

2. Does the paper have any punctuation or capitalization errors?

Yes No

If yes, please offer corrections:

3. Does the paper have any grammar errors? (verb tense, prepositional phrases, missing words, subject/verb agreement)

Yes No

If yes, please offer corrections:

4. Does the paper follow correct style and organization?

- ☐ appropriate paragraph structure (indented properly)
- ☐ formal word choice (no “stuff”, “thing”, “like”, “bad”, “good”, etc.)
- ☐ no contractions (ex: “don’t” should be “do not”)
- ☐ variety in sentence structure (use of compound & complex sentences)
- ☐ avoid repetition of ideas/words

If not, explain/ offer suggestions:

OVERALL QUALITY

Please use the formal rubric for the final draft to assign a grade to the paper you’ve edited. Be sure to highlight specific areas in each section of the rubric to show if/where the student may have earned or lost his/her points. For example, a ☑ check mark may indicate areas in which the student earned points, where a circle around the detail or an X may show the student areas where he/she may lose points.

Example:

Example: Column 1 REQUIREMENTS:	Points Earned/ Possible
Section 1: Format <ul style="list-style-type: none">• Appropriate header information, in correct order (2.5 pts)☑ • Original title, centered on page (2.5 pts)☑ • Typed, double-spaced (2.5 pts)• Times New Roman, 12-pt. font (2.5 pts)	5 /10

According to the rubric, what ‘grade’ would you assign to this student’s paper? _____

Comments for the writer:
